



**COUNTY OF LOS ANGELES  
WORKFORCE DEVELOPMENT, AGING AND  
COMMUNITY SERVICES**

**APPENDIX A**

**CONSTRUCTION PRE-APPRENTICESHIP PIPELINE  
FOR RE-ENTRY POPULATION PILOT PROJECT**

**STATEMENT OF WORK**

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**APPENDIX A**  
**COUNTY OF LOS ANGELES**  
**CONSTRUCTION PRE-APPRENTICESHIP PIPELINE FOR RE-ENTRY POPULATION**  
**PILOT PROJECT**  
**STATEMENT OF WORK (SOW)**

**1.0 SCOPE OF WORK**

**1.1 INTRODUCTION**

1.1.1 The California Workforce Development Board established a Statewide Project, High Road Partnerships for Construction Careers (HRC) to create a systematic approach and design to create awareness in the Re-entry community of the availability of the many opportunities in the Construction Industry. HRC is currently 13 partnerships developed over 5 years with Proposition 39 funds. Each partnership is led by Building and Trades and utilizes the Multi-Craft Core Curriculum (MC3) model. County of Los Angeles Workforce Development, Aging and Community Services (WDACS) has established this Construction Pre-Apprenticeship Pipeline for Re-Entry Population Pilot Project as an extension of, and to be integrated into, the main HRC efforts by specifically integrating re-entry individuals, with an emphasis on women, into an approved MC3 program. The project will focus on Probationers and Parolees, and innovative ways to move these individuals into MC3 training and careers in construction and trades. The goal is to help these individuals attain economic stability and eliminate the socioeconomic conditions that result in recidivism.

1.1.2 This Statement of Work (SOW) establishes the minimum required tasks Subrecipient shall provide in support of the Construction Pre-Apprenticeship Pipeline for Re-Entry Population Pilot Project. Subrecipient shall align local building trades councils and trades' joint apprenticeship programs with California Department of Corrections & Rehabilitation (CDCR) programs both inside the wall and post-release including transition centers to increase the number of Parolees and Probationers in state-approved construction apprenticeship programs and reduce the time it takes for Parolees and Probationers to become apprentices. The Subrecipient shall be responsible for providing services to eligible Participants as described in Section 10.0, Scope of Work of this SOW, in addition to all of the other requirements herein and in the Subaward terms and conditions.

**2.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS**

**2.1 MODIFICATIONS**

- 2.1.1 Subrecipient is prohibited from modifying or terminating Services, forms, procedures, protocols, or revising hours of service delivery without the written consent of County. Subrecipient shall request permission at least thirty (30) days in advance and obtain written consent of County, and shall comply with Appendix C, Sample Subaward, Subparagraph 9.9 (Modifications), Amendments, as applicable and with this Section.
- 2.1.2 Subrecipient shall inform County in writing and receive written County approval at least 60 days prior to a relocation of Subrecipient's location(s).
- 2.1.3 Services or work hours shall not be modified or terminated throughout the entire Subaward term. Should an emergency need arise County must be notified immediately as described in Appendix C, Sample Subaward, Subparagraph 9.23 (Unusual Occurrences and Crime) and the request for Services or work hour modifications will be reviewed by County on a case-by-case basis.

### **3.0 QUALITY CONTROL**

#### **3.1 QUALITY CONTROL PLAN**

- 3.1.1 Subrecipient shall establish and utilize a comprehensive Quality Control Plan (Plan) to assure the County maintains a consistently high level of service throughout the term of the Subaward. The Plan shall be submitted to the County Contract Manager for review. The plan shall include, but not be limited to, the following:
  - 3.1.1.1 Method of monitoring to ensure that Subaward requirements are being met.
  - 3.1.1.2 A record of all inspections conducted by Subrecipient, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to County upon request.

#### **3.2 INTERNAL PROTOCOLS**

- 3.2.1 Subrecipient shall establish internal protocols and processes to validate and confirm usage of Services for which Subrecipient staff has deemed Participants eligible and authorized to be rendered.
  - 3.2.1.1 Subrecipient shall receive referrals from County and/or approved partners, following the guidelines established by the plan developed by Subrecipient.

- 3.2.1.2 Subrecipient shall establish and maintain procedures and recordkeeping for all referrals.

#### **4.0 QUALITY ASSURANCE PLAN**

- 4.1 County shall evaluate Subrecipient's performance under the Subaward and this Statement of Work thereto, using the quality assurance procedures as defined in Appendix C, Subaward, Subparagraph 8.15 (County's Quality Assurance Plan), and County's Quality Assurance Plan.

#### **4.2 ESTABLISHMENT AND MAINTENANCE OF QUALITY ASSURANCE PLAN**

- 4.2.1 Subrecipient shall establish and maintain a Quality Assurance Plan (QAP) to assure the requirements of the Subaward and this Statement of Work thereto are met. A copy must be provided to County's Program Manager (CPM) or Monitor on the Work Order start date and as changes occur. The original QAP and any revisions thereto, shall include, but not be limited to, the following:

- 4.2.1.1 Methods used to ensure that the quality of service performed fully meet the performance requirements set forth in this Statement of Work. Subrecipient shall include methods for identifying and preventing deficiencies in the quality of Service performed before the level of performance becomes unacceptable including a reporting protocol notifying the CPM of any identified performance requirement issues within 24 hours of discovery.

- 4.2.1.2 Methods and frequency by which the qualifying knowledge, skills, experience, and appropriate licenses and/or credentials of professional staff are properly assured, supervised, and maintained during the life of the Subaward.

#### **4.3 PERFORMANCE REQUIREMENTS OF QAP**

- 4.3.1 If Subrecipient QAP requirements are not met, the CPM may, in addition to all other remedies available under the Subaward, telephone Subrecipient to alert Subrecipient of a deficiency; send Subrecipient a User Complaint Report (UCR), or both.
- 4.3.2 Subrecipient shall report any staff changes, including separations, temporary leave (e.g. vacations) and indicate staff that will take over the functions of staff on separation or leave, and new hires to the CPM within five (5) business days of the occurrence. In addition, for new hires, Subrecipient shall include a current resume as part of the notification to County.

#### 4.4 MEETINGS

- 4.4.1 Subrecipient is mandated to attend all scheduled meetings and trainings called by County, or as directed by County. Subrecipient shall be given at least three (3) days advance notice of all scheduled meetings with County. Subrecipient may also be required to attend emergency meetings without the above stated advance notice when necessary.

#### 4.5 CONTRACT DISCREPANCY REPORT

- 4.5.1 Subrecipient's Project Manager shall provide verbal and written notification of a Subaward discrepancy to CPM as soon as possible, but no later than one (1) workday, whenever a discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by County and Subrecipient.
- 4.5.2 County's CPM will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, Subrecipient is required to respond in writing to County's CPM within five (5) workdays, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the CPM within five (5) workdays.

#### 4.6 COUNTY OBSERVATIONS

- 4.6.1 Other County personnel, in addition to County contracting staff, may observe performance, activities, and review documents relevant to the Subaward or this Statement of Work thereto, at any time during normal business hours, as directed by County. However, these personnel may not unreasonably interfere with Subrecipient's performance.

#### 5.0 DEFINITIONS

In addition to the definitions in Appendix C, Sample Subaward, Exhibit P (Definitions), the following definitions shall apply:

- 5.1 **America's Job Centers of California (AJCC)**: The term "America's Job Centers of California" means a single network of centers that assists job seekers to explore career opportunities, find education and training, search for employment, and provide business services to employers.
- 5.2 **CalJOBS**: CalJOBS is the State of California's web-based, labor market exchange and workforce program case management information system. The system is designed to track and report outcome and related data on workforce programs such as those offered under the Workforce Innovation and Opportunity Act (WIOA). All participants served by any of the County's workforce programs are registered into CalJOBS.

5.3 **Multi-Craft Core Curriculum (MC3):** A comprehensive apprenticeship preparation curriculum that provides a gateway to gain access to registered apprenticeships. The nine (9) MC3 modules are: Construction Industry Orientation, Tools and Materials, Construction Health and Safety, Blueprint Reading, Basic Math for Construction, Heritage of the American Worker, Diversity in the Construction Industry, Green Construction, and Financial Responsibility.

5.4 **Re-Entry or Justice-Involved:** Individual must be a parolee or probationer.

## 6.0 **RESPONSIBILITIES**

The responsibilities of County and Subrecipient are as follows:

### **COUNTY ADMINISTRATIVE DUTIES**

#### 6.1 **Personnel**

County will administer the Subaward according to Appendix C, Sample Subaward, Subparagraph 6.0 (Administration of Subaward – County). Specific duties will include:

- 6.1.1 Monitoring Subrecipient's performance in the daily operation of this Subaward.
- 6.1.2 Providing direction to Subrecipient in areas relating to policy, information and procedural requirements.
- 6.1.3 Preparing Amendments in accordance with Appendix C, Sample Subaward, Subparagraph 8.1 (Amendments).

### **SUBRECIPIENT**

#### 6.2 **Project Manager**

- 6.2.1 Subrecipient shall provide a full-time Project Manager and a designated alternate. County must have access to the Project Manager from 8:00 a.m. to 5:00 p.m. Monday through Friday. Subrecipient shall provide a telephone number where the Project Manager and/or a designated alternate may be reached 8 hours per day.
- 6.2.2 Project Manager shall act as a central point of contact with County.
- 6.2.3 Project Manager shall have a minimum of four (4) years of experience providing soft skills training and transitional services to the Justice-involved population (Re-entry) or at-risk populations.
- 6.2.4 Project Manager/or designated alternate shall have full authority to act for Subrecipient on all matters relating to the daily operation of Subrecipient under the Subaward, Work Order, and this SOW.

6.2.5 Project Manager/or designated alternate shall be able to effectively communicate, in English, both orally and in writing.

### **6.3 Personnel**

6.3.1 Subrecipient shall assign a sufficient number of employees to perform the required work. At least one employee shall be authorized to act for Subrecipient in every detail and must speak and understand English.

6.3.2 Subrecipient shall be required to background check their employees as set forth in Appendix C, Sample Subaward, Subparagraph 7.5 (Background and Security Investigations).

6.3.3 Subrecipient shall create a System Navigator position; duties are specified in Subparagraph 6.4 below.

### **6.4 System Navigator**

6.4.1 System Navigator shall work directly with frontline referral staff of CDCR, WDACS and AJCCs to map out and ensure that program participants are receiving all available support services.

6.4.2 System Navigator shall serve as an intermediary between the building trades and signatory contractors, CDCR, MC3 program partners, and WDACS and AJCCs.

6.4.3 System Navigator essential functions shall include the following:

6.4.3.1 System Navigator shall work to pair Project Labor Subaward (PLA) opportunities with MC3 program graduates.

6.4.3.2 System Navigator shall work with CDCR and MC3 Programs to screen and match CDCR participants with openings in area MC3 programs.

6.4.3.3 System Navigator shall work to maintain relationships with Joint Labor Management Apprenticeship Programs and signatory contractors so they are hiring from regional MC3 programs.

6.4.3.4 System Navigator shall identify and develop a strategic service plan that serves both the CDCR graduates and area signatory contractors.

6.4.3.5 System Navigator shall act as the liaison among all MC3 partners, workforce partners, CDCR and the building trades and signatory contractors.

6.4.3.6 System Navigator shall document and track all MC3 CDCR graduate placement data.



## **6.5 Identification Badges**

- 6.5.1 Subrecipient shall ensure their employees are appropriately identified as set forth in Appendix C, Sample Subaward, Subparagraph 7.4, (Subrecipient's Staff Identification).

## **6.6 Materials and Equipment**

- 6.6.1 The purchase of all program recruitment and outreach materials/equipment is the sole responsibility of the Subrecipient.

## **6.7 Training**

- 6.7.1 Subrecipient is responsible for ensuring its staff including employees and volunteers, both existing and new, attend County mandated trainings related to providing program services.
- 6.7.2 Subrecipient shall provide training for all new employees and continuing in-service training for all employees. Subrecipient is responsible for ensuring its staff including employees and volunteers, both existing and new, are properly trained in all areas related to providing services, including cross-training of staff to ensure project success.

## **6.8 Subrecipient's Office**

- 6.8.1 Subrecipient shall maintain an office with a telephone in the company's name where Subrecipient conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about Subrecipient's performance under the Subaward, Work Order, and this Statement of Work. When the office is closed, an answering service shall be provided to receive calls. Subrecipient shall answer calls received by answering service within one (1) business day of receipt of the call.

## **7.0 HOURS/DAY OF WORK**

- 7.1 Subrecipient shall ensure that all staff work schedules, including employees and volunteers, are no more than 5 days, 40 hours per week, but may be less than 5 days, 40 hours per week as dictated by worksite needs.
  - 7.1.1 Subrecipient shall ensure, when appropriate, that flexibility exists for staff to work non-traditional hours, or travel to non-AJCC locations (i.e. probation camps, partner locations, etc.) in order to accommodate the unique service needs of Participants.

## **8.0 WORK SCHEDULES**

- 8.1 Contractor shall submit for review and approval a work/operational schedule for each facility to the County within at least fourteen (14) days prior to starting work. Said work/operational schedules shall be set on an annual calendar identifying all the required on-going specific tasks and task frequencies. The schedules shall list the time frames by day of the week, whether morning or afternoon, to indicate when the tasks will be performed, along with the staff members/teams responsible for carrying out the tasks.
- 8.2 Subrecipient shall submit revised work schedules when actual hours of work differs substantially from planned hours of work. Said revisions shall be submitted to the County for review and approval within fourteen (14) working days prior to revised scheduled time for work.

## **9.0 UNSCHEDULED WORK**

- 9.1 Subrecipient shall not perform unscheduled work.

## **10.0 SPECIFIC WORK REQUIREMENTS**

- 10.1 **Eligibility** – Subrecipient shall ensure that Participants are determined eligible to participate in the program. Eligibility requirements are as follows:
  - 10.1.1 Eighteen (18) years of age or older;
  - 10.1.2 Legally entitled to work in the United States
  - 10.1.3 If male, registered with the U.S. Selective Service. All males who are at least 18 years of age and born after December 31, 1959, who are not in the armed Services on active duty, must be registered for Selective Service, or, if age 26 or older, be able to demonstrate that they did not knowingly and willfully fail to register prior to enrollment in any activity. Applicant's lack of knowledge of the Selective Service registration requirement is insufficient evidence that the failure to register was not "knowing and willful."
  - 10.1.4 Justice-Involved or Reentry Background: Individual must be a parolee or probationer,
- 10.2 **Priority of Service** - Women parolees or probationers shall receive preference and priority of service.
- 10.3 **Outreach**
  - 10.3.1 Subrecipient shall provide outreach information and assistance to educate partners in the CDCR system on quality pre-apprenticeship training programs and Joint Labor/Management Apprenticeship Training Programs in the region.

10.3.1.1 Information provided should include, but is not limited to application deadlines, and processes/pre-requisites for training, description of skills/competencies to be gained, as well as career pathways.

10.3.2 Subrecipient shall meet with CDCR partners to design and provide outreach information and assistance on quality Multi-Core Craft Curriculum (MC3) training programs and Joint Labor/ Management Apprenticeship Training Programs in the region.

10.3.2.1 Information provided should include, but is not limited to application deadlines, and processes/pre-requisites for training, description of skills/competencies to be gained, as well as career pathways.

#### **10.4 Pre-Apprenticeship Pipeline**

10.4.1 Subrecipient shall work with the trades, unions and other partners to create a system of support services available to transitioning CDCR participants and leverage the support from CDCR and WDACS along with Community Based Organization (CBO) partners to provide ensure that all services, including supportive and wrap-around services, meet the unique needs of CDCR participants.

10.4.2 Subrecipient shall work with MC3 CBO partners to provide supportive services, case management, life skills, and counseling for Participants while in transition from transition centers.

#### **10.5 MC3 Pre-Apprenticeship**

10.5.1 Subrecipient shall utilize the National Building Trades MC3 training which includes a nationally recognized Certificate of Completion, OSHA-10 Certification, and First Aid & CPR Certification.

10.5.2 Subrecipient shall create a referral system and mechanism for individuals transitioning from the CDCR system, to MC3 programs such as the Flintridge Center, Los Angeles Trade Technical College, or Women in Non-Traditional Employment Roles (WINTER).

10.5.3 Subrecipient shall develop the successful establishment of the MC3 program by facilitating the following:

10.5.3.1 Work in coordination with CDCR to identify possible facilities to deliver the MC3 program, along with the support services component, to individuals pre-release.

10.5.3.2 Work in coordination with CDCR to identify and train instructors to deliver the MC3 program to individuals pre-release.

10.5.3.3 Work with affiliated Joint Labor Management Apprenticeship Programs to encourage participation in MC3 programs serving

the CDCR system (pre & post release), through presentations by representatives from the individual craft union so students understand the wide variety of occupations and careers available in union construction.

10.5.3.4 Work with affiliated Joint Labor Management Apprenticeship Programs to give additional consideration to graduates possessing an MC3 certificate in applying for entry into an apprenticeship.

10.5.3.5 Work with affiliated Joint Labor Management Apprenticeship Programs and signatory contractors to create placement opportunities through PLAs for qualified MC3 graduates.

10.5.3.6 Assist in MC3 instruction and program delivery through serving in an industry advisory capacity.

10.6 **Provision of Supportive Services** – Subrecipient shall work with WDACS' AJCCs to ensure supportive services are addressed for each participant enrolled in this project. These Services may include, but are not limited to, the following:

10.6.1 Linkages to community services;

10.6.2 Assistance with transportation;

10.6.3 Assistance with child care and dependent care;

10.6.4 Assistance with housing;

10.6.5 Assistance with educational testing;

10.6.6 Reasonable accommodations for individuals with disabilities;

10.6.7 Legal aid services;

10.6.8 Referrals to health care;

10.6.9 Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear. Subrecipient is required to provide appropriate work attire and work-related tools as identified to ensure Participants readiness and capability to perform at assigned worksite(s);

10.6.10 Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and

10.6.11 Payments and fees for employment and training-related applications, tests, and certifications.

10.7 Management Information System - CalJOBS shall be used as the management information system. Participant eligibility, activity tracking and case notes are to be entered in CalJOBS, as appropriate.

10.7.1 Participants shall be enrolled in CalJOBS under the grant type *SlingShot-Construction Pre-Apprenticeship Pipeline*, grant ID 1129.

10.8 Subrecipient shall work with staff from LA County AJCCs to co-enroll Participants into other workforce development programs, as appropriate, for the individual to receive additional services.

10.9 Subrecipient shall work in partnership, and in concert with various County Departments and community partners, such as Department of Probation, Trades, Unions, and CBOs.

10.10 Subrecipient shall maintain proper eligibility documentation and case files to substantiate eligibility for Services are met. Additionally, all documentation shall be held in accordance with the Record Retention requirements outlined in Appendix C, Sample Subaward, Subparagraph 8.38 (Record Retention, Inspection and Audit Settlement).

10.11 Match Requirements

10.11.1 Subrecipient shall provide 100% match of in-kind or cash resources.

10.11.2 Subrecipient leveraged resources may include Non-federal cash or in-kind contributions only that are allowable and auditable under the EDD Construction Pre-Apprenticeship Pipeline for Ex-Offender-Pilot Project.

10.11.3 Subrecipient shall maintain a monthly record of in-kind and cash match resources via a County approved match resources reporting form to be provided to Subrecipient at program onset.

10.11.4 Subrecipient shall submit a quarterly matched resources report to WDACS Operations Unit via the [ajccops@wdacs.lacounty.gov](mailto:ajccops@wdacs.lacounty.gov) email account no later than the 15th day following the end of a reporting quarter. If the due date falls on a holiday or weekend, report will be due the following business day.

**11.0 BRANDING**

11.1 Subrecipient shall communicate and coordinate local outreach, branding (flyers, presentations, etc.), and promotional strategies and shall support County led and supported outreach initiatives as directed.

**12.0 INTENTIONALLY OMITTED**

**13.0 INTENTIONALLY OMITTED**

**14.0 GREEN INITIATIVES**

14.1 Subrecipient shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.

- 14.2 Subrecipient shall notify County's Project Manager of Subrecipient's new green initiatives prior to the contract commencement.

## **15.0 PERFORMANCE REQUIREMENTS SUMMARY**

- 15.1 All listings of Services used in the Performance Requirements Summary (PRS) Chart, Appendix B, Statement of Work Exhibits, Exhibit 1, are intended to be completely consistent with the Subaward and this SOW, and are not meant in any case to create, extend, revise, or expand any obligation of Subrecipient beyond that defined in the Subaward and the SOW. In any case of apparent inconsistency between Services as stated in the Subaward and the SOW and this PRS, the meaning apparent in the Subaward and the SOW will prevail. If any Service seems to be created in this PRS which is not clearly and forthrightly set forth in the Subaward and the SOW, that apparent Service will be null and void and place no requirement on Subrecipient.
- 15.2 Subrecipient shall ensure the below Cumulative Performance Outcomes are measured, documented and achieved by the end of the project:

<b>OUTCOME MEASURE</b>	<b>OUTCOME TARGET</b>
Placement of Project Participants as Indentured Apprentices in State-approved Apprenticeship Programs	20 Participants
Placements in Other Training-Related Employment	TBD
Credential Attainment	TBD
Enrollment in Further Education or Training	TBD
Cash or In-Kind Match	100%

- 15.2.1 Subrecipient acknowledges that the Outcome Targets listed above are based on projected funding level and are subject to modification should the funding level change, or on the direction of EDD, and/or County.